

Minutes

Jefferson County Commission

Thursday, August 4, 2016

A meeting of the Jefferson County Commission was held on Thursday, August 4, 2016 in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Dale Manuel, Patricia Noland, Walter Pellish, and Jane Tabb. Commissioner Peter Onoszko was absent with prior notice. Also present were Sandy McDonald, Deputy County Administrator, Jessica Carroll, Executive Administrative Assistant and Jim Eddy, Bailiff. (An audio tape of the Thursday, August 4, 2016 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Pellish led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion by Mr. Manuel to approve the July 21, 2016 Regular Meeting Minutes with noted correction. Motion seconded and unanimously approved.

Motion by Ms. Tabb to approve the July 26, 2016 Special Session Minutes as presented. Motion seconded and unanimously approved.

APPROVAL OF PURCHASE ORDERS

Motion by Ms. Noland to approve the Purchase Orders in the amount of \$17,001.68 to include purchase order numbers 52485 and 52662. Motion seconded and unanimously approved.

APPROVAL OF PAYROLL

Motion by Mr. Manuel to approve the Payroll for July 28, 2016 in the amount of \$242,430.57. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076806	PAYROLL	AMERICAN FAMILY LIFE ICU		\$ -	\$ 3,880.34	\$ 3,880.34
076807	428	ACCURATE SYSTEMS INC		\$ -	\$ 4,200.00	\$ 4,200.00
076808	428	ADC LEGAL SYSTEMS, INC.		\$ -	\$ 228.42	\$ 228.42
076809	PAYROLL	BUREAU F/CHILD SUPPORT		\$ -	\$ 49.85	\$ 49.85
076810	PAYROLL	BUREAU F/CHILD SPRT ENF		\$ -	\$ 212.31	\$ 212.31
076811	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 461.54	\$ 461.54
076812	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 119.54	\$ 119.54
076813	PAYROLL	BUREAU OF CHILD SUPPORT		\$ -	\$ 392.31	\$ 392.31
076814	PAYROLL	COLONIAL LIFE		\$ -	\$ 385.42	\$ 385.42
076815	PAYROLL	KAREN ECHEMENT		\$ -	\$ 72.54	\$ 72.54
076816	PAYROLL	MARGARET GAINNEY		\$ -	\$ 686.95	\$ 686.95
076817	717	GUTTMAN OIL CO		\$ -	\$ 11,247.61	\$ 11,247.61
076818	PAYROLL	JERRI HERBERT		\$ -	\$ 220.86	\$ 220.86
076819	402	THE SPIRIT OF JEFFERSON		\$ -	\$ 194.46	\$ 194.46
076820	712	ROBERT E. JONES III		\$ -	\$ 1,000.00	\$ 1,000.00
076821	PAYROLL	JEFFERSON SECURITY BANK		\$ -	\$ 5,480.00	\$ 5,480.00
076822	PAYROLL	JOYCE A. JOHNS		\$ -	\$ 4,200.00	\$ 4,200.00
076823	424	KONE INC.		\$ -	\$ 370.50	\$ 370.50
076823	425	KONE INC.		\$ -	\$ 1,111.50	\$ 1,111.50
076824	PAYROLL	NICOLE NOBREGA		\$ -	\$ 738.06	\$ 738.06
076825	PAYROLL	HELEN M. MORRIS, TRUSTEE		\$ -	\$ 150.00	\$ 150.00
076826	PAYROLL	NATIONWIDE RETIREMENT		\$ -	\$ 749.00	\$ 749.00
076827	428	OFFICEMAX		\$ -	\$ 464.93	\$ 464.93
076828	402	PIFER OFFICE SUPPLY, INC		\$ -	\$ 8.36	\$ 8.36
076829	425	POTOMAC EDISON/OH		\$ -	\$ 3.01	\$ 3.01
076830	425	RCS SECURITY		\$ -	\$ 85.00	\$ 85.00
076831	PAYROLL	RANDALL RODRIGUEZ		\$ -	\$ 1,619.94	\$ 1,619.94
076832	717	SUPERIOR AUTO BODY		\$ -	\$ 587.20	\$ 587.20
076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 10,499.28	\$ 10,499.28

076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 44,893.54	\$ 44,893.54
076833	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 42,702.18	\$ 42,702.18
076834	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 32,185.17	\$ 32,185.17
076834	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 938.00	\$ 938.00
076835	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 10,766.66	\$ 10,766.66
076835	PAYROLL	WV DEPUTY SHRF RETIREMEN		\$ -	\$ 15,199.99	\$ 15,199.99
076836	PAYROLL	SHERIFF OF JEFFERSON CO		\$ -	\$ 2,985.00	\$ 2,985.00
076837	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 64,873.78	\$ 64,873.78
076837	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 24,327.81	\$ 24,327.81
076838	700	WV SHERIFFS ASSOCIATION		\$ -	\$ 1,600.00	\$ 1,600.00
076839	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 4,956.75	\$ 4,956.75
076839	PAYROLL	WV PUB EMP RETIRE SYS		\$ -	\$ 2,478.37	\$ 2,478.37
TOTAL					\$ 297,326.18	\$ 297,326.18

Motion by Ms. Tabb to approve the Accounts Payable for July 28, 2016 in the amount of \$297,326.18. Motion seconded and unanimously approved.

CHCKNO	DEPT	VENDOR	PONUM	POAMT	NOAMT	CHECK AMOUNT
076841	ALLOC	AHA/ART&HUMANITIES ALLNC			\$ 1,760.59	\$ 1,760.59
076842	PAYROLL	ELIZABETH JUNE BOWERS			\$ 129.38	\$ 129.38
076843	401	201 N. GEORGE ST LLC			\$ 9,638.92	\$ 9,638.92
076844	425	OLD CHARLES TOWN LIBRARY			\$ 1,500.00	\$ 1,500.00
076845	PAYROLL	DELTA DENTAL OF WV			\$ 6,431.70	\$ 6,431.70
076846	700	DETECTING TRUTH,LLC			\$ 1,250.00	\$ 1,250.00
076847	405	FEDEX			\$ 39.24	\$ 39.24
076848	412	GREATAMERICA FINANCL SVC			\$ 394.60	\$ 394.60
076849	425	G & TRIPLE T. LLC			\$ 235.00	\$ 235.00
076850	PAYROLL	THE HARTFORD			\$ 2,279.65	\$ 2,279.65
076850	PAYROLL	THE HARTFORD			\$ 4,593.16	\$ 4,593.16
076851	401	RICOH USA, INC			\$ 29.06	\$ 29.06
076851	403	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	404	RICOH USA, INC			\$ 29.07	\$ 29.07

076851	405	RICOH USA, INC			\$ 87.21	\$ 87.21
076851	406	RICOH USA, INC			\$ 29.07	\$ 29.07
076851	425	RICOH USA, INC			\$ 29.07	\$ 29.07
076851	440	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	700	RICOH USA, INC			\$ 58.14	\$ 58.14
076851	712	RICOH USA, INC			\$ 29.07	\$ 29.07
076852	712	ITSAVVY LLC			\$ 7,431.22	\$ 7,431.22
076853	403	JEFFERSON CENTER			\$ 100.00	\$ 100.00
076854	ALLOC	JEFFERSON COUNTY HISTORI			\$ 2,607.00	\$ 2,607.00
076855	401	THE SPIRIT OF JEFFERSON			\$ 33.74	\$ 33.74
076856	425	JEFFERSON COUNTY SOLID			\$ 11.06	\$ 11.06
076857	GRANT	JEFFERSON DAY REPORT CNT			\$ 716.40	\$ 716.40
076858	405	RALPH A LORENZETTI JR			\$ 722.82	\$ 722.82
076859	PAYROLL	HIGHMARK WV			\$ 174,368.59	\$ 174,368.59
076860	717	MILLER'S CHRYSLER JEEP			\$ 21.91	\$ 21.91
076861	PAYROLL	MILLENIUM INSURANCE GROU			\$ 750.00	\$ 750.00
076862	PAYROLL	NATIONAL VISION ADMIN.			\$ 1,806.36	\$ 1,806.36
076863	428	OFFICEMAX			\$ 539.61	\$ 539.61
076864	ALLOC	JEFF CO PARKS &			\$ 39,647.27	\$ 39,647.27
076865	425	RCS SECURITY			\$ 456.00	\$ 456.00
076866	PAYROLL	RETIREE HLTH BENEFIT TRS			\$ 6,259.00	\$ 6,259.00
076867	401	SANDRA MCDONALD			\$ 58.00	\$ 58.00
076868	PAYROLL	MARY K. THOMPSON			\$ 181.44	\$ 181.44
076869	ALLOC	JEFFERSON CO CONVENTION			\$ 44,014.86	\$ 44,014.86
076870	405	THOMSON REUTER - WEST			\$ 5,500.95	\$ 5,500.95
076871	PAYROLL	WVCORP			\$ 5,000.00	\$ 5,000.00
076872	PAYROLL	WVCORP			\$ 5,000.00	\$ 5,000.00
076873	PAYROLL	LISA WALTERS			\$ 404.22	\$ 404.22

076873	PAYROLL	LISA WALTERS			\$ 202.11	\$ 202.11
076874	402	XEROX CORPORATION			\$ 1,166.58	\$ 1,166.58
076875	PAYROLL	TAMMY YOKLEY			\$ 795.43	\$ 795.43
TOTAL					\$ 326,453.78	\$ 326,453.78

Motion by Ms. Noland to approve the Accounts Payable for August 4, 2016 in the amount of \$326,453.78. Motion seconded and unanimously approved.

MANUAL CHECKS

538	8/HD	3M ELECTRONIC MONITORING				\$ 3,570.00
1505	244/CO	JOHN DORSEY ATTY AT LAW				\$ 5,000.00
1052	IMP	SHERIFF JEFFERSON CO -SCHOOL				\$ 51,907.49
1053	IMP	SHERIFF JEFFERSON CO - LAW				\$ 1,465.83
1054	IMP	SHERIFF JEFFERSON CO - PARKS				\$ 3,988.92
1055	IMP	SHERIFF JEFFERSON CO - FIRE/EMS				\$ 437.41
TOTAL						\$ 66,369.65

Motion by Ms. Noland to approve the Manual Checks for August 5th in the amount of \$66,369.65. Motion seconded and unanimously approved.

PUBLIC COMMENT:

Aram Hessami, resident – stated he was aware that the Commission was in need of additional office space and stated his building located at 119 E. Washington Street is currently available for rent or purchase.

PRESENTATIONS

1. Angie Banks, Assessor – requested approval of the following Exonerations:

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
James Costello	RE	Middleway	20749	\$279.96

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 20749 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Michael McBrearty	PP	CTD	303020	\$82.00

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303020 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John Mercer Jr.	PP	CTD	303124	\$124.18

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 303124 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
Charles Reinhold	PP	CTD	303804	\$51.54

- **Motion by Ms. Noland to approve the Exoneration for Ticket No. 303804 as presented by the Assessor. Motion seconded and unanimously approved.**

NAME	TYPE	DISTRICT	TICKET #	AMOUNT
John Sherwood	PP	CTD	00212441	\$161.65

- **Motion by Ms. Tabb to approve the Exoneration for Ticket No. 00212441 as presented by the Assessor. Motion seconded and unanimously approved.**

2. Charlene Gilliam, Potomac Edison, a First Energy Co. – provided the Commission and audience with the annual update on current Potomac Edison happenings and projects within the region.
3. Nikki Painter, Elections – requested approval of the extended Emergency Absentee Voting Policy and provided the Commission and the audience with an election update.
 - **Motion by Mr. Pellish to approve the extended Emergency Absentee Voting Policy as presented by Ms. Painter. Motion seconded and unanimously approved.**
4. Michelle Gordon, Finance Director – requested the approval of transfer of \$500,000 to the Capital Outlay Checking Account.
 - **Motion by Mr. Manuel to approve the transfer of \$500,000 from the Bank of Charles Town ICS Account ending in 575 to BB&T Capital Outlay Checking Account ending in 9739 towards the purchase of 120 George Street, Charles Town WV, 25414. Motion seconded and unanimously approved.**
5. The Commission recessed for break at 10:45 am.
The Commission reconvened at 11:00 am.
6. Jeffrey Polczynski, ENP – Director of Communications – requested the approval to transfer Brooke Hess from part-time status to full-time status as a Public Safety Dispatcher.
 - **Motion by Ms. Tabb to reinstate Brook Hess to full-status as a Public Safety Dispatcher for the Jefferson County Communications Center, effective September 1, 2016. Motion seconded and unanimously approved.**
7. Barbara Miller, Director, Jefferson County Homeland Security and Emergency Management – requested the approval of a contract with NIXLE/Everbridge.
 - **Motion by Ms. Tabb to approve the annual contract with Nixle/Everbridge for \$3,500 as presented. Motion seconded and unanimously approved.**
8. Interview and Appointment to the Jefferson County Parks and Recreation Commission – one unexpired term ending June 30, 2018.

- **Motion by Ms. Tabb to appoint Christopher Neal to the Jefferson County Parks and Recreation Commission for one unexpired term ending June 30, 2018. Motion seconded and unanimously approved.**

9. Nathan Cochran, Assistant Prosecuting Attorney

a. Vision Internet Website Contract Renewal

- It was the consensus of the Commission to postpone this item until the next regularly scheduled meeting.

b. Cable Franchise Agreement – Hiring of Outside Legal Counsel

- **Motion by Ms. Noland to enter into Executive Session to discuss contract negotiations. Motion seconded and unanimously approved.**
- **Motion by Mr. Pellish to come out of Executive Session. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to retain counsel from Best, Best, and Krager for the purposes of renewing the Comcast Cable Franchise Agreement. Motion seconded and unanimously approved.**

c. Discussion of Space Needs and Potential Lease/Purchase of property for office space, including the Briel Building and/or potential purchase of additional property

- **Motion by Ms. Noland to authorize Mr. Cochran to proceed with hiring Randy Conrad to perform a title search and complete any of the additional steps necessary to close on the property located at 120 South George Street, Charles Town, WV 25414. Motion seconded and unanimously approved.**
- **Motion by Mr. Manuel to hire a surveyor for the property at 120 South George Street once closing has been completed. Motion seconded and unanimously approved.**
- **Motion by Ms. Tabb to authorize the President of the Commission to sign the draft of contract for the purchase of 120 South George Street. Motion seconded and unanimously approved.**

NEW BUSINESS

10. Request to use County Commission Meeting Room for the Dolley Madison Garden Club Christmas Market
 - **Motion by Ms. Tabb to approve the request by the Dolley Madison Garden Club to use the Jefferson County Commission Meeting Room for a Christmas Market on November 18th and 19th, 2016. Motion seconded and unanimously approved.**

11. Letter of Support for Natural Gas distribution system in the Eastern Panhandle
 - **Motion by Ms. Tabb to authorize the President of the Commission to sign the Letter of Support for the Natural Gas distribution system in the Eastern Panhandle. Motion seconded and unanimously approved.**

12. Approval of Resolution and Project Amendment Scope/Activity Change Form for the Good Shepherd Interfaith Volunteer Caregivers Grant – 15LEDA0065
 - **Motion by Ms. Tabb to approve the Resolution and Request for Project Amendment Scope/Activity Form – Community Participation Grant Program for the Good Shepherd Interfaith Volunteer Caregivers and to authorize the President of the Commission to affix her signature to the appropriate documents. Motion seconded and unanimously approved.**

13. State Fire Commission Meeting – August 19, 2016 – Personnel Attendance Issue
 - Ms. McDonald stated she was waiting for more information regarding this matter and suggested it be handled internally. The Commission agreed.

COUNTY COMMISSIONER REPORTS

Patricia Noland

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended meetings regarding the State Fire Marshall's meeting to be held later this month.
- Asked the other Commissioners whether they'd be interested in having a booth at the fair as members of Region 9 stated they'd help; however, Ms. Tabb stated it was probably too late to secure a booth.

Peter Onoszko

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended a Planning Commission meeting.
- Met with Mr. Martin Burke, Chair of the Jefferson County Historic Landmarks Commission.
- Attended the HSEM Quarterly Partnership Luncheon recapping the county's contribution to the disaster/flood relief effort in Greenbrier County.

Walt Pellish

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.

Jane Tabb

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Provided dinner for the Farm Day hosts.
- Attended a Fair Livestock Exhibitors meeting.
- Attended a Farmland Protection Board Easement Committee meeting.
- Attended a CVB meeting and was able to greet Senator Capito who also attended.

Dale Manuel

- Attended two special sessions regarding the property at 120 South George Street.
- Attended the Meet Your Commissioners function at the Harpers Ferry Friendship Fire Company.
- Attended the Hot Dogs and Hotrods event at the Chestnut Hill United Methodist Church in honor of Johnny Grove.
- Accompanied granddaughter Bella to the Animal Welfare Society in Leetown.
- Attended Asbury United Methodist Church Pancake Breakfast to benefit the flood relief efforts in Southern West Virginia.
- Attended an Affordable Housing meeting and stated there's currently \$79,000 available for bridge loans for 1st time homebuyers.

14. The Commission meeting was adjourned at 12:37 pm on a motion by Mr. Manuel. Motion was seconded and unanimously approved.

PATRICIA A. NOLAND,
PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant